

Career &  
College  
Promise

# Student Handbook

Earn Tuition FREE College  
Credit while in High School



# Table of Contents

What is Career & College Promise .....	2
Important Information .....	3
College Transfer Pathway Eligibility .....	4
Career Technical Education Pathway Eligibility .....	4
Important Information about Pathways .....	4
Getting Started .....	5
Preparing for the Semester .....	5
The First Day and Beyond .....	6
Services and Important Information .....	6
Academic Information .....	8
<b>College Transfer Pathways</b>	
Associate in Arts (AA) .....	10
Associate in Science (AS) .....	11
Associate in Fine Arts (AFA) Music .....	12
Associate Degree Nursing (ADN) .....	13
<b>Career Technical Education Pathways</b>	
Accounting – Payroll/QuickBooks .....	14
Air-conditioning, Heating and Refrigeration (HVAC) .....	14
Applied Engineering (Drafting) .....	14
Applied Engineering (Manufacturing) .....	15
Biotechnology .....	15
Business Administration .....	15
Community Spanish Interpreter .....	16
Criminal Justice Technology .....	16
Culinary Arts .....	16
Early Childhood Education .....	17
Electrical Systems Technology .....	17
Interpreter Education – American Sign Language .....	17
Information Technology – IT Support .....	18
Information Technology – Networking & Cybersecurity .....	18
Medical Office Administration .....	18
Paralegal Technology .....	19
Welding Technology .....	19
Campus Map .....	20

# What is Career & College Promise?



The Career and College Promise (CCP) Program provides opportunities for eligible NC high school students to start college early, where courses can count for dual credit (credit at the HS and college at the same time)- all **TUITION-FREE** (some students may have to pay for textbooks and supplies)! CCP students accelerate completion of college industry-recognized certifications/certificates, diplomas, applied science associate degrees that provide entry-level job skills, as well as associate degrees that transfer within the UNC system of colleges and universities and many private institutions.



## What are the benefits of CCP Courses?

- **Cost savings** – CCP is **tuition-free**, and in many cases, books are free too.
- **Opportunities for growth** - enhances students' achievements in the classroom and beyond - college faculty provide a rigorous college experience for students seeking academic challenges and/or hands-on, skills-based learning.
- **College experience** - taking a college class while in high school provides experience in a supportive environment before transitioning to being a full-time, independent college student.



## What are the Pathways?

- Pathways are a *subset of courses from the College's industry-recognized credentials/certificates, diploma, or associate degree programs in line with students' future career and college goals.*
- **College Transfer Pathways (CTP)** are designed to earn guaranteed, general education transferable credit within the NC public university system and many private institutions.  
**CTP Pathways include the following options:** Associate in Arts or Science, Associate in Fine Arts-music, and Associate Degree-Nursing.
- **The Career Technical Education (CTE) Pathways** are designed to equip students with the skills, knowledge, and credentials that lead to work after completion -- not guaranteed to transfer to 4-year colleges/universities, with a few exceptions. Acceptance of transfer credit is decided by the receiving institution.  
**CTE Curriculum Pathways include the following options:** Accounting-Payroll/QuickBooks, Air Conditioning Heating & Refrigeration-HVAC, Applied Engineering (manufacturing and/or drafting tracks), Biotechnology, Business Administration, Community Spanish Interpreter, Criminal Justice, Culinary Arts, Early Childhood Education, Electrical Systems Technology, Information Technology (IT support tracks and/or Networking & Cybersecurity), Interpreter Education –Deaf Studies, Medical Office Administration, Paralegal, and Welding.  
**CTE Workforce Industry-Recognized Pathways include credential training with System Office approval of high school:** BioWork Process Technician training (limited), Nurse Aide Level 1 training (limited).



# Important Information

Contact Information				
Name	Concerning	Place	Phone	Email
Bookstore Kaschia Spells	Purchase or Rental of Textbooks/Supplies	G-201	252-246-1222	kspells@wilsoncc.edu
Accessibility Coordinator/Counselor Jessie Sykes	Accessibility Services Pregnancy Accommodations	F-100	252-246-1230	jsykes@wilsoncc.edu
WCC Admissions	Free Student ID	F-100	252-246-1281	admissions@wilsoncc.edu
Registrar's Office	Transcripts	F-100	252-246-1277	wedwards@wilsoncc.edu
Secondary Partnerships Dir. Trish Holsten	CCP Program Questions	F-100	252-246-1250	pholsten@wilsoncc.edu
Technology Support <b>Wilson County Schools</b>	School-issued Chromebooks Technical Issues	Hunt Fike Beddingfield WAVE		See guidance counselor or media specialist
Technology Support Services <b>Wilson Community College</b>	Moodle or College Office 365 Email Access issues	A-106	252-246-1224	support@wilsoncc.edu
Title IX and Sexual Harassment Coordinator Cindy Allen	Discrimination Based on Sex Including Sexual Harassment	C-106	252-246-1263	callen@wilsoncc.edu

Websites	
College Website	<a href="http://www.wilsoncc.edu">www.wilsoncc.edu</a>
CCP Webpage	<a href="http://www.wilsoncc.edu/ccp">www.wilsoncc.edu/ccp</a>
Library Services	<a href="http://www.wilsoncc.edu/student-services/library/">www.wilsoncc.edu/student-services/library/</a>
Technology Support Services	<a href="http://www.wilsoncc.edu/student-services/technology-support-services/">www.wilsoncc.edu/student-services/technology-support-services/</a>
Distance Learning	<a href="http://www.wilsoncc.edu/academics/distance-learning/">www.wilsoncc.edu/academics/distance-learning/</a>
Records/Transcripts	<a href="http://www.wilsoncc.edu/student-services/recordstranscripts/">www.wilsoncc.edu/student-services/recordstranscripts/</a>
Tutoring	English and Math Enrichment Center: <a href="https://www.wilsoncc.edu/student-services/english-and-math-tutoring/">https://www.wilsoncc.edu/student-services/english-and-math-tutoring/</a>  NetTutor 24/7 free online tutoring: <a href="https://moodle.wilsoncc.edu/mod/lti/view.php?id=327214">https://moodle.wilsoncc.edu/mod/lti/view.php?id=327214</a>

Hours of Operation	
<b>Fall &amp; Spring Semesters</b>	
Monday - Thursday:	8 AM - 10 PM ( <i>College may close earlier if all classes and activities have ended</i> ) Some CCP classes may start earlier *Most offices close at 5 PM
Friday:	8 AM - 3 PM
<b>Summer Semester</b>	
Monday - Thursday:	8 AM - 10 PM ( <i>College may close earlier if all classes and activities have ended</i> ) Some CCP classes may start earlier
Friday:	College Closed

# College Transfer Pathway Eligibility (CTP)

To be eligible for the College Transfer Pathways, **high school Juniors or Seniors** must:

1. Have a cumulative, unweighted high school GPA of 2.8 or higher, **OR**, Demonstrate college readiness benchmarks in English, reading, **AND** math subtests on approved assessments. \*\*
2. *Gifted Sophomores* may be eligible if they have Local AIG certification in English/reading and math **OR** have an Aptitude **AND** achievement test higher than 92% on approved tests. Additionally, Sophomores must meet college readiness benchmarks in English, reading, **AND** math subtests on approved assessments\*\* and all other guidelines.
3. Meet all course pre- or co-requisites.
4. Obtain the written approval from the high school principal or designee and the College designee.

# Career Technical Education (CTE) Pathway Eligibility

To be eligible for Career Technical Education (CTE) Pathways, high school **Juniors or Seniors** must:

1. Have a cumulative, unweighted GPA of 2.8 or higher, **OR**, demonstrate college readiness benchmarks in English, reading, **AND** math subtests on approved assessments\*\*
2. If GPA is below 2.8, the high school principal or his/her designee may submit a waiver with rationale for why the GPA was waived.
3. If the CTE pathway contains a College Transfer UGETC course, the GPA requirement cannot be waived.
4. Meet all course pre- or co-requisites.
5. Obtain written approval from the high school principal/designee and the College designee.

\*\*For more information about approved assessments and benchmarks for college readiness, visit [www.wilsoncc.edu/ccp](http://www.wilsoncc.edu/ccp)

# Important Additional Information about Pathways

1. A student may be enrolled in two pathways at a time (*one CTP and one CTE, **OR**, two CTE*);
2. A student may change his or her pathway with the approval of the high school principal/designee and the College's chief academic officer or chief student development administrator. Approval is based on the student providing a reason for the change and verification that the program change allows the student to meet the newly chosen career path.



### **For continued enrollment in Pathways:**

1. Students must continue to make progress toward high school graduation and cannot delay graduation, and;
2. Maintain a 2.0 college GPA in WCC coursework after completing two courses. If a student's GPA falls below 2.0 after completing two college courses, they will be subject to the College's policy for Satisfactory Academic Progress, which places them on academic warning first, followed by probation status (limited enrollment in classes).



## **Getting Started**

1. Students should choose a pathway in line with their future career/college goals.
  - Explore career fields, take career assessments (*on the CCP website*), see career development counselor, high school counselor, the College's CCP Director, or Career Coach.
2. Complete a CCP application.
  - See high school counselor or visit the CCP webpage: [www.wilsoncc.edu/ccp](http://www.wilsoncc.edu/ccp)
  - Application must include the student and parent signature. Instructions are available to create adobe digital signatures as well.
  - Determine Eligibility- obtain an updated high school transcript with the unweighted GPA **and/or** required test scores, if necessary (see high school counselor). For test scores, students may create a profile at [collegeboard.org](http://collegeboard.org) or [ACT.org](http://ACT.org) to access PSAT/SAT or Pre-ACT or ACT scores. Students may also take a College placement test if necessary.
3. Review courses listed in your pathway (located in this handbook and the CCP webpage).
4. Identify the availability of the courses listed in your pathway for the upcoming semester.
  - For traditional public schools - check with high school counselor about course offerings.
  - For non-traditional public schools - check the College's course schedule on the college website or contact the College's CCP Director.
5. Meet with high school counselor and/or College CCP Director for advising and course requests.
6. The Director will arrange signatures for the CCP Verification Form (signed by school principal/designee) required each semester students register for CCP courses.
7. The Director will register students and send follow-up emails with college course schedules and important semester information.

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## **Prepare for the Semester**

1. Important semester information will be sent to your high school or personal email.
  - Check your schedule for the classes you requested for accuracy.
  - **Note the first day class begins.**
2. Visit the CCP webpage to review orientation videos, FAQ, Resources on effective study strategies, email tips, and tips for success.
3. Login into Office 365 email (outlook), Moodle, Watermark Wolf Tracks and Student Planning to explore.
4. Download the apps to your mobile device for easy access:
  - Outlook (email)
  - Watermark Wolf Tracks (student alerts)
  - Microsoft Authenticator App

## The First Day and Beyond

1. Students are registered for courses but are not officially enrolled until you physically attend class that meets on campus (F2F); or, in an online class until you complete the Enrollment Verification Activity/Quiz (EVA) for each course-- by the census date (*due date posted in Moodle*). If you do not complete the EVA or attend your class by the census date, **you will be dropped from the course as having never attended. This could result in an "F" on your high school transcript for dual credit. Check with your high school officials.**
2. Completing the EVA on the first day of classes or attending the first meeting of a face-to-face class ensures that you still have time before the census date to resolve issues that may arise, such as technical problems. **DO NOT WAIT UNTIL THE LAST MINUTE** to complete EVA or the first week of assignments.
3. On the first day of an online class, read everything posted for the introduction and first week (topics). **It is critical to read and understand the syllabus**, which includes course requirements and a schedule of assignments and due dates. Begin work on assignments for the first week.

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## SERVICES & IMPORTANT INFORMATION

### Textbooks/Supplies

If students attend a traditional public high school, most textbooks/access codes are typically provided at no cost by Wilson County Schools (some exceptions may apply).

Textbooks are not provided for courses taken during the summer semester. If students attend a private/charter school or homeschool, they must purchase required textbooks/access codes and supplies, if required. Textbooks may be purchased at the WCC Bookstore, located in Building G, 201 (252-246-1222). To find textbook ISBN numbers, hours of operation, and other information, visit the WCC website [www.wilsoncc.edu](http://www.wilsoncc.edu) > Student Services > Bookstore.

### Accessibility Services

The accessibility coordinator/counselor in the Student Development Office helps ensure that students who need accommodations receive effective services.

Students must self-disclose their needs as early as possible during the admissions/registration process to ensure services are coordinated in a timely manner.

Professional documentation must be provided before any modifications or adjustments can

be made to academic/physical expectations. Students may obtain copies of documents from their high school to be considered in making accommodations. Once students are registered with the Accessibility Services office, a request for services must be provided every semester. To find an application for Academic Accommodations, visit: [www.wilsoncc.edu/student-services/accessibility-services/](http://www.wilsoncc.edu/student-services/accessibility-services/)

### Student ID Cards

Student ID Cards are free and can be obtained in Student Development (F-100) from 8:00 am - 5:00 pm, Monday through Thursday, and 8:00 am - 3:00 pm on Fridays. ID cards may be required to use library services on campus.

### Library/Proctoring/Open Computer Lab

The College Library (Dwight Johnson Learning Resource Center), located in Building D, offers access to books, periodicals, news subscriptions and other resources. Nationwide cooperative lending agreements supplement the Library's collection, allowing users to request books from other libraries. In addition, Internet databases, such as NCLive, offer current information on a wide range of topics. Access is available from any computer with Internet access (*passwords are available upon*

*request from Library staff*). Library hours are Monday through Thursday 8:00 am to 6:00 pm, and Friday from 8:00 am to 3:00 pm during Fall and Spring semesters. During the summer, the Library hours are Monday-Thursday 8:00 am - 6:00 pm and closed on Fridays.

**On-campus proctoring** is available in the College Library. Off-site proctoring is available for students who do not live in close proximity to the College, if approved. Arrangements for proctoring must be made in advance, and students must present a valid ID. Visit the College's proctoring webpage at [www.wilsoncc.edu/student-services/proctoring](http://www.wilsoncc.edu/student-services/proctoring) for more information or to schedule an appointment. Click "Accept" to book your appointment. If you wish to have your test/exam proctored at another site, contact [proctor@wilsoncc.edu](mailto:proctor@wilsoncc.edu) or call 252-246-1247.

**Open Computer Lab** - Students have free access to computers and Internet with a valid Student ID. Printing is available for a minimal charge, as well as access to a coin-operated photocopier.

### **Transportation and Parking**

The College does not provide transportation services and does not require a parking permit. Students should not park in handicap or staff spaces without the appropriate parking permit.

### **Electronic Devices**

Unless otherwise directed by the instructor, the use of all electronic devices is prohibited in classrooms, labs, or other settings where use may disrupt the educational environment. With prior approval from the instructor, cell phones may be used by students who volunteer for a public safety organization.

### **Emergency Notification System**

In the event of an emergency or threat, an alert will be issued through the College's emergency message system. Alerts are sent by text and email to addresses and numbers on record. Students may opt out of emergency notifications sent by text and phone by replying "STOP" to text message alerts.

### **Inclement Weather Policy**

For CCP classes that operate on the College schedule, students will follow the College's inclement weather policy for closings and delays. When the College is closed, notifications will be provided through the following methods:

- College website
- Email/text messages (*College Emergency Notification System*)
- Local news outlets
- Social media channels
- College information line 252-246-1234

For CCP classes that operate on the Wilson County Schools' schedule, students should follow WCS notifications about delays and closures, even if the class meets on the College campus. Regardless of the high school notification, students should not attend class if the College is closed. Any WCS notification of delay means that no CCP classes will meet that day, regardless of the scheduled start time.



# ACADEMIC INFORMATION

## Grading System

The College issues letter grades to students at the end of the semester. Grades are posted on the Student Planning link found on the College's website. Individual faculty determine whether to use a 7-point or 10-point grading scale.

Grade	Designation	Quality Points	Comments
A	Excellent	4	
B	Above Average	3	
C	Average	2	
D	Below Average	1	
F	Failure	0	
W	Withdrawal	-	Assigned when a student withdraws or is dropped from a course before the last day to drop without penalty. This grade does not have a negative impact on the student's academic GPA. For Financial Aid, a W is considered an unsuccessful attempt, which has a negative impact on a student's Satisfactory Academic Progress.
WF	Withdrawal Failing	-	Assigned when a course withdrawal occurs after the last day to drop without a penalty. This has the same effect as an F on an academic GPA. For Financial Aid, a W is considered an unsuccessful attempt, which has a negative impact on a student's Satisfactory Academic Progress.

## Drop/Withdrawal Procedures

Students should **ALWAYS** check with their high school counselor and the College's secondary partnership director **BEFORE** requesting to be dropped from a CCP class to determine the impact on their high school and College GPA. Dropping a course may have a negative impact on eligibility for college financial aid after high school graduation, athletic eligibility, scholarships, and admission to colleges in the future.

Students who register for a course(s) and do not attend/enter the course by the census date, will be dropped as never attended.

Students who drop a course after the census date, but before the official Last Day to Drop (60% point), will receive a "W" on their college transcript.

Students who drop a course after the Last Day to Drop (60% point) will receive a "WF" on their college transcript.

## Attendance Policy

Attendance begins on the first day of class, and students must attend class on or before the census date to be considered enrolled. Failure to attend class by the census date will result in the student being withdrawn from the course as "never attended." After the census date, faculty may withdraw a student from a course after two consecutive weeks of non-attendance. Non-attendance is defined as missing weekly regularly scheduled class meetings, in addition to not completing or participating in any assignment or course activities during that period.

Attendance in online/hybrid/web-supported courses are defined as active participation and will be tracked through submission/completion of course activities by the posted due dates. See instructor's definition of "active participation" for each course.

## Grade Appeals

A student who disagrees with an instructor's professional judgment in grading should attempt to resolve the matter with that instructor. Appeals will not be considered unless one or more of the following conditions apply:

- An error was made in the calculation of the final grade.
- The final grade assigned was based on standards different from those applied to other students in the same course and section.
- The instructor deviated from grading standards as stated in the course syllabus without notifying students.

For further information regarding specific policies and procedures, please see the current College Catalog.

## Grievance

If a student has concerns regarding classroom management, policies, conduct, instructional methods or effectiveness, or fairness of evaluation, the student is expected to first attempt to resolve their concerns with the instructor within **ten** instructional days of the concern. If the student's concerns are not resolved with the instructor, the student may file a formal grievance within **ten** instructional days of the instructor's response to the Curriculum Dean.

The formal grievance must be submitted in writing and must include:

- A full explanation of the student's grievance;
- A substantive summary of the factual basis on which the grievance is based;
- Any documentation or evidence that supports the grievance; and
- A description and evidence of the attempt to resolve the concern/grievance with the instructor.

For further details, please refer to the current College Catalog.

## Title IX Statement

Title IX of the Educational Amendments of 1972 protects individuals from discrimination based on sex in any educational program or activity operated by the College. Sexual harassment, which includes sexual violence, is a form of sex discrimination prohibited by Title IX.

If you speak with a faculty member about an incident of misconduct, that faculty member must notify the Title IX Coordinator (*see contact information*). The Title IX Coordinator will then be available to assist you in understanding all of your options and connect you with all possible resources on and off campus.

For further details, please refer to the current online College Catalog.

## Code of Conduct

Students are expected to conduct themselves in accordance with the general rules and regulations of the College. Violations may result in a variety of penalties (*see current College Catalog under Disciplinary and Due Process Procedures*). Violations of the Code of Conduct (Academic or non-Academic) including, but not limited to, such offenses as plagiarism, dangerous and/or disorderly conduct/language, drugs, harassment, etc. will reported to the student's high school principal.

For further details, please refer to the current online College Catalog.

# COLLEGE TRANSFER PATHWAYS (CTP)

The College Transfer Pathways are designed to earn guaranteed transferable credit within the NC public university system and many private institutions and are listed below.

## CTP: Associate in Arts - AA (P1012c)

### Universal General Education Transfer Component Classes (UGETC)

SHC-semester hours credit

Pre-Req- a course that must be completed first.

Title	Class	Lab	SHC
<b>ENGLISH COMPOSITION (6 SHC)- required</b>			
ENG 111 Writing & Inquiry	3	0	3
ENG 112 Writing/Research in the Disciplines ( <b>Pre-Req ENG 111</b> )	3	0	3
<b>HUMANITIES/FINE ARTS/COMMUNICATION (Select THREE courses from the following from at least TWO different subject areas)</b>			
ART 111 Art Appreciation	3	0	3
COM 231 Public Speaking, <b>OR</b> , COM 120 Intro Interpersonal Comm.	3	0	3
ENG 231 American Literature I ( <b>Pre-Req ENG 112</b> )	3	0	3
ENG 232 American Literature II ( <b>Pre-Req ENG 112</b> )	3	0	3
ENG 241 British Literature I ( <b>Pre-Req ENG 112</b> )	3	0	3
ENG 242 British Literature II ( <b>Pre-Req ENG 112</b> )	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 112 Intro to Jazz	3	0	3
PHI 240 Intro to Ethics ( <b>Pre-req ENG 111</b> )	3	0	3
PHI 215 Philosophical Issues ( <b>Pre-req ENG 111</b> )	3	0	3
<b>MATH (3-4 SHC)- Select ONE may take additional math or place into calculus</b>			
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods 1	3	2	4
MAT 171 Pre-Calculus Algebra	3	2	4

Title	Class	Lab	SHC
<b>SOCIAL/BEHAVIORAL SCIENCES (Select THREE courses from the following from at least TWO different subject areas)</b>			
ECO 251 Prin. of Microeconomics	3	0	3
ECO 252 Prin. of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
<b>NATURAL SCIENCES (4 SHC)- Select ONE</b>			
BIO 110 Prin. of Biology	3	3	4
BIO 111 General Biology I	3	3	4
CHM 151 General Chemistry I	3	3	4
PHY 110 Conceptual Physics ( <b>Co-req PHY 110A</b> )	3	0	3
PHY 110A Conceptual Physics Lab ( <b>Co-req PHY 110</b> )	0	2	1
<b>ACADEMIC TRANSITION (1 SHC)- required</b>			
ACA 122 College Transfer Success	0	2	1
<b>Total Gen Ed + ACA</b>			<b>32-33</b>

**\*Optional:** A student may take up to 8 SHC of Foreign Language courses and accompanying labs; in a single language, designated as Gen Ed in the CAA as part of the pathway. These are not part of the UGETC courses; students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as gen ed, pre-major or elective credit.

## CTP: Associate in Science - AS (P1042c)

### Universal General Education Transfer Component Classes (UGETC)

SHC-semester hours credit

Pre-Req- a course that must be completed first

Title	Class	Lab	SHC
<b>HUMANITIES/FINE ARTS/COMMUNICATION (6 SHC - Select TWO courses from the following from at least TWO different disciplines)</b>			
ART 111 Art Appreciation	3	0	3
COM 231 Public Speaking <b>OR</b> COM 120 Intro Interpersonal Comm.	3	0	3
ENG 231 American Literature I <b>(Pre-Req ENG 112)</b>	3	0	3
ENG 232 American Literature II <b>(Pre-Req ENG 112)</b>	3	0	3
ENG 241 British Literature I <b>(Pre-Req ENG 112)</b>	3	0	3
ENG 242 British Literature II <b>(Pre-Req ENG 112)</b>	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 112 Intro to Jazz	3	0	3
PHI 240 Intro to Ethics <b>(Pre-req ENG 111)</b>	3	0	3
PHI 215 Philosophical Iss. <b>(Pre-req ENG 111)</b>	3	0	3
<b>SOCIAL/BEHAVIORAL SCIENCES (6 SHC - Select TWO courses from the following from at least TWO different disciplines)</b>			
ECO 251 Prin. of Microeconomics	3	0	3
ECO 252 Prin. of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3

Title	Class	Lab	SHC
<b>ENGLISH COMPOSITION (6 SHC)- Required</b>			
ENG 111 Writing & Inquiry	3	0	3
ENG 112 Writing/Research in the Disciplines <b>(Pre-Req ENG 111)</b>	3	0	3
<b>MATH (8 SHC - Select TWO courses from the following) *May take additional math-direct placement in MAT 271 is possible</b>			
MAT 171 Pre-Calculus Algebra	3	2	4
MAT 172 Pre-Calculus Trig. <b>(Pre-req MAT 171)</b>	3	2	4
MAT 263 Brief Cal. <b>(Pre-req MAT 171)</b>	3	2	4
MAT 271 Calculus I <b>(Pre-req MAT 172)</b>	3	2	4
MAT 272 Calculus II <b>(Pre-req MAT 271)</b>	3	2	4
<b>NATURAL SCIENCES (8 SHC) - Select a sequence</b>			
BIO 111 General Biology I, <b>AND,</b> BIO 112 General Biology II <b>(Pre-req BIO 111)</b>	3	3	4
BIO 110 Principles of Biology, <b>AND,</b>	3	3	4
PHY 110 Conceptual Physics <b>(Co-req PHY 110A) AND</b> PHY 110A Conceptual Physics Lab <b>(Co-req PHY 110)</b>	3	0	3
CHM 151 General Chemistry I, <b>AND,</b> CHM 152 General Chemistry II <b>(Pre-req CHM 151)</b>	3	3	4
<b>ACADEMIC TRANSITION (1 SHC)- Required</b>			
ACA 122 College Transfer Success	0	2	1
<b>Total Gen Ed + ACA</b>			<b>34-35</b>

\*Optional: A student may take up to 8 SHC of Foreign Language courses and accompanying labs; in a single language, designated as Gen Ed in the CAA as part of the pathway. These are not part of the UGETC courses; students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as gen ed, pre-major or elective credit.

## CTP: Associate in Fine Arts AFA - Music (P1072c)

### Universal General Education Transfer Component Classes (UGETC)

\*SHC- semester hours credit

PreReq- a course that must be completed first.

Title	Class	Lab	SHC
<b>ENGLISH COMPOSITION (6 SHC)- Required</b>			
ENG 111 Writing & Inquiry	3	0	3
ENG 112 Writing/Research in the Disciplines (Pre-Req ENG 111)	3	0	3
<b>HUMANITIES/FINE ARTS/COMMUNICATION (6 SHC – Select TWO courses from the following from at least TWO different disciplines)</b>			
ART 111 Art Appreciation	3	0	3
COM 231 Public Speaking <b>OR</b> <b>COM 120 Intro Interpersonal Comm.*</b>	3	0	3
ENG 231 American Literature I <b>(Pre-Req ENG 112)</b>	3	0	3
ENG 232 American Literature II <b>(Pre-Req ENG 112)</b>	3	0	3
ENG 241 British Literature I <b>(Pre-Req ENG 112)</b>	3	0	3
ENG 242 British Literature II <b>(Pre-Req ENG 112)</b>	3	0	3
<b>MUS 110 Music Appreciation*</b>	3	0	3
MUS 112 Intro to Jazz	3	0	3
PHI 240 Intro to Ethics <b>(Pre-req ENG 111)</b>	3	0	3
PHI 215 Philosophical Issues <b>(Pre-req ENG 111)</b>	3	0	3
<b>MATH (3-4 SHC)- Select ONE</b>			
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods 1	3	2	4
MAT 171 Pre-Calculus Algebra	3	2	4
MAT 271 Calculus I	3	2	4
<b>ACADEMIC TRANSITION (1 SHC)- Required</b>			
ACA 122 College Transfer Success	0	2	1

Title	Class	Lab	SHC
<b>SOCIAL/BEHAVIORAL SCIENCES (6 SHC - Select TWO courses from the following from TWO different disciplines)</b>			
ECO 251 Prin. of Microeconomics	3	0	3
ECO 252 Prin. of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
<b>NATURAL SCIENCES (4 SHC)- take ONE</b>			
BIO 110 Prin. of Biology	3	3	4
<b>*BIO 111 General Biology I</b>	3	3	4
CHM 151 General Chemistry I	3	3	4
PHY 110 Conceptual Physics <b>(Co-req PHY 110A)</b>	3	0	3
PHY 110A Conceptual Physics Lab <b>(Co-req PHY 110)</b>	0	2	1
<b>MUSIC REQUIRED (4 SHC)</b>			
MUS 111 Fundamentals of Music	3	0	3
MUS 151 Class Music I	0	2	1
<b>ENSEMBLE REQUIRED (2 SHC)</b>			
MUS 131 Chorus I	0	2	1
MUS 132 Chorus II <b>(Pre-Req MUS 131)</b>	0	2	1

**\*Recommended**

\*Optional: A student may take up to 8 SHC of Foreign Language courses and accompanying labs; in a single language, designated as Gen Ed in the CAA as part of the pathway. These are not part of the UGETC courses; students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as gen ed, pre-major or elective credit.

## CTP: Associate Degree Nursing (P1032c)

The Career and College Promise (CCP) ADN Pathway is designed for high school juniors and seniors who wish to begin their educational studies toward the Associate in Nursing degree (2-y) and a Baccalaureate degree in Nursing (4-y). The Pathway is based on Block 1 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse to Bachelor of Science in Nursing programs and the North Carolina Community College Associate Degree Nursing Programs.

<b>Associate Degree Nursing Pathway (Associate Gen Ed-Nursing Pathway)</b>			
These courses are contained in BLOCK 1 of the Five Block Degree Plan located within the RN to BSN Articulation Agreement.			
<b>Title</b>	<b>Lab</b>	<b>Class</b>	<b>Credit</b>
<b>ENGLISH COMPOSITION (6 SHC)</b>			
ENG 111 Writing & Inquiry	3	0	3
ENG 112 Writing/Research in the Disc ( <i>Pre-Req ENG 111</i> ), <i>OR</i> , ENG 114 Prof Res & Reporting	3	0	3
<b>HUMANITIES/FINE ARTS (3 SHC- select ONE of from the following)</b>			
ART 111 Art Appreciation	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation <i>OR</i> MUS 112 Intro to Jazz	3	0	3
<i>*PHI 215 Philosophical Issues OR PHI 240 Intro to Ethics (Pre-Req ENG 111)- either recommended</i>	3	0	3
<b>SOCIAL/BEHAVIORAL SCIENCES (6 SHC- both required):</b>			
PSY 150 General Psychology	3	0	3
PSY 241 Developmental Psychology ( <i>Pre-Req PSY 150</i> )	3	0	3
<b>NATURAL SCIENCES (8 SHC- both required):</b>			
BIO 168 Anatomy & Physiology I	3	3	4
BIO 169 Anatomy & Physiology II ( <i>Pre-Req BIO 168</i> )	3	3	4
<b>ACADEMIC TRANSITION (1 SHC)</b>			
ACA 122 College Transfer Success	0	2	1
<b>Total Semester Hours Credit for Pathway</b>			<b>23</b>

- Students pursuing specific nursing admissions dates should be aware that admissions to any nursing program are not guaranteed and require extensive advanced planning, a separate application, additional testing, pre-requisites and active listing on the Nurse Aide Registry, etc.

# CAREER TECHNICAL EDUCATION PATHWAYS (CTE)

The Career Technical Education (CTE) Pathways are designed to equip students with the skills, knowledge, and credentials that lead to work after completion -- not guaranteed to transfer to 4-year colleges/universities, with a few exceptions. Acceptance of transfer credit is decided by the receiving institution.

## CTE PATHWAY: Accounting - Payroll/QuickBooks (C25800HS)

This pathway is a portion of the Accounting & Finance Associate of Applied Science Degree. These courses prepare students to develop the knowledge and skills necessary for employment in the accounting and finance profession to assemble and analyze, process, and communicate essential information about financial operations.

Accounting - Payroll/QuickBooks Certificate				
Sem	Title	Class	Lab	Credit
FA/SP/SU	ACC 120 Principles of Financial Accounting	3	2	4
SP	ACC 121 Principles of Managerial Accounting ( <i>PreReq ACC 120</i> )	3	2	4
FA	ACC 140 Payroll Accounting ( <i>PreReq ACC 120</i> )	1	3	2
SP/SU	ACC 150 Accounting Software Applications ( <i>PreReq ACC 120</i> )	1	3	2
FA/SP/SU	CIS 110 Intro to Computers	2	2	3
Total Semester Hours Credit for Certificate				15

\* Must have reliable internet access and up-to-date Operating System

## CTE PATHWAY: Air Conditioning Heating & Refrigeration Technology - Basic HVAC-R (C35100HS)

This pathway is a portion of the the Air Conditioning Heating and Refrigeration Technology Diploma/Applied Science Degree. The Basic HVAC certificate gives students the skills and knowledge to begin a career in the startup, preventive maintenance, service, repair and/or installation of residential and light commercial HVAC systems.

Basic HVAC Certificate				
Sem	Title	Class	Lab	Credit
FA	AHR 110 Intro to Refrigeration	2	6	5
FA	AHR 111 HVACR Electricity	2	2	3
SP	AHR 112 Heating Technology	2	4	4
SP	AHR 113 Comfort Cooling	2	4	4
SP	AHR 160 Refrigerant Certification*	1	0	1
Total Semester Hours Credit for Certificate				17

\*After completion of Refrigerant Certification class, students are eligible to take the state certification exam

## CTE PATHWAY: Applied Engineering - Drafting (C40130HD)

This pathway is a portion of the Associate of Applied Science Applied Engineering Degree. These courses prepare students to use basic engineering principles and technical skills to solve technical problems in various types of industry.

Applied Engineering (Drafting) Certificate				
Sem	Title	Class	Lab	Credit
FA	DFT 119 Basic CAD ( <i>strongly recommended as a foundation class</i> )	1	2	2
varies	DFT 152 CAD II ( <i>Pre-req DFT 119</i> )	2	3	3
SP	DFT 154 Intro to Solid Modeling	2	3	3
varies	ISC 132 Manufacturing Quality Control	2	3	3
varies	MAC 118 Machine Shop Basic	1	3	2
Total Semester Hours Credit for Certificate				13

\*DFT classes use software that will require a Microsoft based PC (MAC and Chromebook will not work) for online students or to work outside class; open computer lab on campus may be loaded with required software if necessary

## CTE PATHWAY: Applied Engineering – Manufacturing (C40130HM)

This pathway is a portion of the Associate of Applied Science Applied Engineering Degree. These courses prepare students to use basic engineering principles and technical skills to solve technical problems in various types of industry.

Applied Engineering (Manufacturing) Certificate				
Sem	Title	Class	Lab	Credit
FA/SP	ELC 117 Motors and Controls	2	6	4
FA/SP	ELC 125 Diagrams and Schematics ( <i>strongly recommended as a foundation course</i> )	1	2	2
FA	HYD 110 Hyd./Pneumatics I	2	3	3
SU	ELC 128 Intro to PLC	2	3	3
FA/SP	ISC 112 Industrial Safety	2	0	2
<b>Total Semester Hours Credit for Certificate</b>				<b>14</b>

*\*ELC and HYD classes use simulated software and will require a Microsoft based PC (MAC and Chromebook will not work) for online students or to work outside class; open computer lab on campus may be loaded with required software if necessary*

## CTE PATHWAY: Biotechnology (C20100HS)

This pathway is a portion of the Associate of Applied Science Degree in Biotechnology. These courses prepare students with an understanding of laboratory procedures and applications of scientific principles that assist biologists/chemists in a variety of fields including agriculture, pharmaceutical, environmental, clinical, industrial products, etc.

Biotechnology Certificate				
Sem	Title	Class	Lab	Credit
FA/SP/SU	BIO 111 General Biology	3	3	4
FA/SP/SU	BIO 112 General Biology II ( <i>PreReq: BIO 111</i> )	3	3	4
FA	BTC 181 Basic Lab Techniques	3	3	4
FA/varies	BTC 150 Bioethics	3	0	3
<b>Total Semester Hours Credit for Certificate</b>				<b>15</b>

*\*some classes in an online format might require purchases of household/kitchen items for the lab portion*

## CTE PATHWAY: Business Administration (C25120HS)

This pathway is a portion of the Business Administration Associate of Applied Science Degree. These courses prepare students with a fundamental knowledge of business functions, processes, and organization in today's global economy.

Business Administration Certificate				
Sem	Title	Class	Lab	Credit
FA/SP/SU	ACC 120 Principles of Financial Accounting	3	2	4
FA/SP/SU	BUS 110 Introduction to Business	3	0	3
FA	BUS 115 Business Law 1	3	0	3
FA	BUS 137 Principles of Management	3	0	3
FA	ECO 251 Principles of Microeconomics	3	0	3
<b>Total Semester Hours Credit for Certificate</b>				<b>16</b>



## CTE PATHWAY: Community Spanish Interpreter (C55370HS)

This pathway is a portion of the Associate of Applied Science Community Spanish Interpreter Degree. These courses prepare students to work as entry-level bilingual professionals who will provide communication access in interviews and interactive settings.

Community Spanish Interpreter Certificate				
Sem	Title	Class	Lab	Credit
FA/SP/SU	SPA 111 Elementary Spanish I	3	0	3
FA	SPA 181 Spanish Lab I ( <i>recommended with 111 same semester</i> )	0	2	1
FA/SP/SU	SPA 112 Elementary Spanish II ( <b>PreReq SPA 111</b> )	3	0	3
SP	SPA 182 Spanish Lab II ( <i>PreReq SPA 111; recommended to take with 112 same semester</i> )	0	2	1
FA	SPA 120 Spanish for the Workplace	3	0	3
SP	SPA 215 Spanish Phonics Structure	3	0	3
<b>Total Semester Hours Credit for Certificate</b>				<b>14</b>

## CTE PATHWAY: Criminal Justice Technology (C55180HS)

This pathway is a portion of the Associate of Applied Science Criminal Justice Degree. These courses prepare students with knowledge of criminal justice systems and operations with a focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. Courses explore the role of the criminal justice system in society.

Criminal Justice Technology Certificate				
Sem	Title	Class	Lab	Credit
FA/SP	CJC 111 Introduction to Criminal Justice	3	0	3
FA	CJC 112 Criminology	3	0	3
SP	CJC 113 Juvenile Justice	3	0	3
SP	CJC 131 Criminal Law	3	0	3
SP	CJC 141 Corrections	3	0	3
<b>Total Semester Hours Credit for Certificate</b>				<b>15</b>

## CTE PATHWAY: Culinary Arts (C55150HS)

This pathway is a portion of the Associate of Applied Science Culinary Arts Degree. These courses prepare students to work as culinary professionals in the food service industry.

Culinary Arts Certificate				
Sem	Title	Class	Lab	Credit
FA	CUL 110 Sanitation and Safety	2	0	2
SP	CUL 112 Nutrition for Food Service	3	0	3
FA	CUL 120 Purchasing	2	0	2
SP	CUL 135 Food and Beverage Service	2	0	2
SU	HRM 245 Human Resource Mgt. Hosp.	3	0	3
<b>Total Semester Hours Credit for Certificate</b>				<b>12</b>

## CTE PATHWAY: Early Childhood Education (C55220HS)

This pathway is a portion of the Associate of Applied Science Early Childhood Education Degree. These courses prepare students to work with children from birth through eight, often under the supervision of qualified teachers. Students who continue to pursue an AAS degree have three options: a career-ready track AAS degree (no plan to pursue a 4-year degree); a transfer-option AAS degree that allows students who finish the degree to pursue a 4-year degree at a senior institution that offers a B-K program (to become licensed teachers and teach through kindergarten in NC public schools); and a transfer-option AAS degree that allows students to pursue a 4-year degree at a senior institution that offers an Early Childhood Education Program (for students interested in working with children, but not in the classroom).

Early Childhood Education Certificate				
Sem	Title	Class	Lab	Credit
FA/SP/SU	EDU 119 Early Childhood Edu	4	0	4
FA	EDU 131 Child, Family, Comm.	3	0	3
SP	EDU 145 Child Dev II	3	0	3
SP	EDU 146 Child Guidance	3	0	3
FA	EDU 153 Health, Safety & Nut.	3	0	3
<b>Total Semester Hours Credit for Certificate</b>				<b>16</b>

## CTE PATHWAY: Electrical Systems Technology (C35130HS)

This pathway is a portion of the Electrical Systems Technology Diploma. These courses prepare students to work installing and maintaining electrical systems in residential, commercial and industrial facilities.

Electrical Systems Technology Certificate				
Sem	Title	Class	Lab	Credit
FA	ELC 112 DC/AC Electricity	3	6	5
SU	ELC 115 Industrial Wiring	2	6	4
FA	ELC 117 Motors and Controls	2	6	4
SP	ELC 118 National Electrical Code	1	2	2
FA/SU	ELC 125 Diagrams and Schematics	1	2	2
<b>Total Semester Hours Credit for Certificate</b>				<b>17</b>

## CTE PATHWAY: Interpreter Ed- American Sign Language (Deaf Studies) (C55300HS)

This pathway is a portion of the Associate of Applied Science- Interpreter Education Degree. These courses prepare students to communicate with deaf people; the degree prepares students to work as entry-level Sign Language interpreters who will provide communication access in interview and interactive settings.

Interpreter Education (Deaf Studies) Certificate				
Sem	Title	Class	Lab	Credit
FA/SP/SU	ASL 111* Elem ASL I <b>AND</b>	3	0	3
FA	ASL 181* ASL Lab 1	0	2	1
SP/SU	ASL 112* Elem ASL II ( <i>PreReq ASL 111</i> ) <b>AND</b>	3	0	3
SP	ASL 182* ASL Lab 2 ( <i>PreReq ASL 181</i> )	0	2	1
SU	ASL 211* Interm ASL I ( <i>PreReq ASL 112</i> ) <b>AND</b>	3	0	3
SU	ASL 281 ASL Lab 3 ( <i>PreReq ASL 182</i> )	0	2	1
FA	IPP 112 Comparative Cultures	3	0	3
<b>Total Semester Hours Credit for Certificate</b>				<b>15</b>

\*Students must earn a grade of "C" or higher on all required content area courses (ASL and IPP courses) or on any prerequisite course before taking the next level course.

\*Class and lab recommended to take together in same semester

## CTE PATHWAY: Information Technology- Support (C25590HI)

This pathway is a portion of the Information Technology Associate of Applied Science Degree. These courses prepare students for computer software and/or hardware to design, process, implement, and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics, and others depending on the technical path selected within this curriculum.

Information Technology- Support Certificate				
Sem	Title	Class	Lab	Credit
FA/SP/SU	CIS 110 Introduction to Computers	2	2	3
FA	CTI 150 Mobile Computing Devices	2	2	3
FA	CTS 120 Hardware/Software Support	2	3	3
SP	CTS 287 Emerging Technologies	3	3	3
SP	NOS 130 Windows Single User	2	2	3
Total Semester Hours Credit for Certificate				15

\* All courses require reliable and adequate internet bandwidth, up-to-date Windows OS and ability to install software recommended.

## CTE PATHWAY: Information Technology- Networking & Cybersecurity (C25590HN)

This pathway is a portion of the Information Technology Networking and Cybersecurity Track Associate of Applied Science Degree. These courses prepare students for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Information Technology - Networking & Cybersecurity Certificate**				
	Title	Class	Lab	Credit
FA	*NET 125 Introduction to Networks	1	4	3
SP	*NET 126 Switching & Routing (Pre-Req NET 125 recommended)	1	4	3
FA	*NET 225 Enterprise Networking (Pre-Req NET 126 recommended)	1	4	3
SP	*SEC 110 Security Concepts	2	2	3
FA	*SEC 151 Intro to Protocol Analysis (Pre-Req NET 125, 126 & SEC 110 recommended)	2	3	3
FA	*SEC 160 Secure Admin (PreReq SEC 110 and NET 125 recommended)	2	2	3
Total Semester Hours Credit for Certificate				18

\* All courses recommend Windows OS with ability to install software, if necessary.

\*\*Sequence NET 125, 126 and 225 recommended for CCNA Routing and Switching certification prep

## CTE PATHWAY: Medical Office Administration (C25310HS)

This pathway is a portion of the Associate of Applied Science Medical Office Administration Degree. These courses prepare students to be employed in health care-related offices to manage an office setting that includes administrative and support functions in a medical environment.

Medical Office Administration Certificate				
Sem	Title	Class	Lab	Credit
FA	OST 141 Med Office Terms I	3	0	3
SP/SU	OST 142 Med Office Terms II (Pre-Req OST 141)	3	0	3
FA	OST 148 Med Insurance and Billing	3	0	3
SP/SU	OST 149 Medical Legal Issues	3	0	3
Total Semester Hours Credit for Certificate				12

## CTE PATHWAY: Paralegal Technology (C25380HS)

This pathway is a portion of the Associate of Applied Science Paralegal Technology Applied Science Degree/Diploma. These courses prepare students to work in assisting lawyers in legal matters by communicating with clients, witnesses, opposing counsel, and court personnel. They may schedule meetings, prepare documents for trial and review and summarize depositions and trial transcripts.

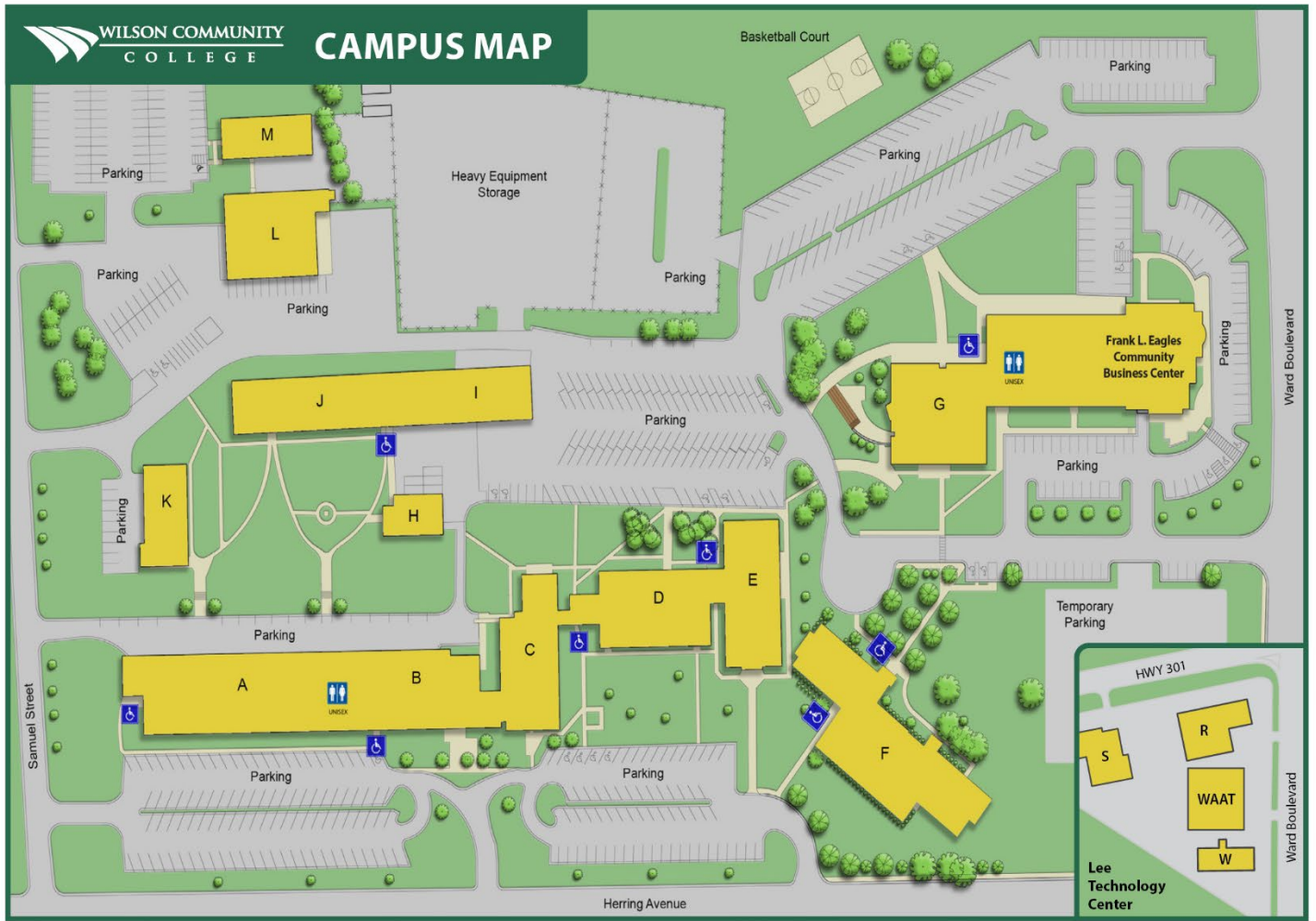
Paralegal Technology Certificate				
Sem	Title	Class	Lab	Credit
FA	LEX 110 Intro to Paralegal Study	2	0	2
SP	LEX 120 Legal Research/ Writing I	2	2	3
SU	LEX 130 Civil Injuries	3	0	3
FA	LEX 150 Commercial Law I	2	2	3
FA	LEX 210 Real Property I	3	0	3
SU	LEX 240 Family Law	3	0	3
<b>Total Semester Hours Credit for Certificate</b>				<b>17</b>

## CTE PATHWAY: Welding Technology (C50420HS)

This pathway is a portion of the Welding Technology Diploma. These courses prepare students to work in the welding and metal industry as entry level technicians.

Welding Technology Certificate				
Sem	Title	Class	Lab	Credit
FA	WLD 110 Cutting Processes	1	3	2
FA	WLD 115 SMAW (Stick) Plate	2	9	5
FA/SU	WLD 121 GMAW (MIG) FCAW/Plate	2	6	4
FA/SP	ISC 112 Industrial Safety	2	0	2
<b>Total Semester Hours Credit for Certificate</b>				<b>13</b>

***Students must wear 100% Cotton Shirts and Jeans; no loose fit clothing; no open toed shoes or shorts***



**MAIN CAMPUS**

**BUILDING A:** Conference Room, Information Technology, Technology Support Services, Wilson Workforce Center  
*Classrooms: Adult High School, Continuing Education, Literacy: Adult Basic Education, Adult Secondary Education, Computer Labs*

**BUILDING B:** President, Vice President for Academic Affairs, Continuing Education, Receptionist/Switchboard  
*Classrooms: General Education*

**BUILDING C:** College Transfer, Foundation, Human Resources, Institutional Research, Marketing, Student Support Services, Upward Bound  
*Classrooms: General Education*

**BUILDING D:** Library, Archives, Proctoring Center, Instructional Support Services (Distance Learning)  
*Classrooms: Community Spanish Interpreter*

**BUILDING E:** DelMastro Auditorium  
*Classrooms: General Education*

**BUILDING F:** Business Office, Cashier, Vice President of Finance and Administrative Services, Registration, Financial Aid, Food Pantry, Student Development, Testing Center, Conference Room

**BUILDING G:** Bookstore, A.J. Walston Student Center, SGA Office, Frank L. Eagles Community Business Center  
*Classrooms: Accounting, Biology, Biotechnology, Business Administration, Chemistry, Computer Labs, Criminal Justice, Information Technology, Interpreter Education, Medical Office Administration, Nursing, Office Administration, Paralegal, Surgical Technology*

**BUILDING H:** Print Shop, Graphic Design

**BUILDING I:** Purchasing

**BUILDING J:** Wilson Early College Academy  
*Classrooms: Basic Law Enforcement Training*

**BUILDING K:** *Classrooms: Culinary Arts*

**BUILDING L:** *Classrooms: Welding Technology*

**BUILDING M:** Buildings & Grounds/Maintenance



**LEE TECHNOLOGY CENTER**

**BUILDING R:** Small Business Center  
4815 Ward Blvd. *Classrooms: Automotive Systems Technology*

**BUILDING S:**  
4815 S Ward Blvd. *Classrooms: HVAC, Building Construction Technology, Electrical Systems Technology*

**BUILDING W:**  
4801 Ward Blvd. *Classrooms: Applied Engineering Technology, Machining Lab*